

**CLASS TITLE: DEPUTY BUDGET OFFICER**

**Class Code: 02651600**

**Pay Grade: 44A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the overall direction of the day to day activities of the Division of the Budget; to direct the planning, development and implementation of budget systems and techniques of the state budgetary process; to assist the Budget Officer in policy formulation, practices and procedures; to be responsible for preparation of debt management policies and preparations for investment management policies as well as preparations for entry into private money market; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Budget Officer with wide latitude for the exercise of initiative and independent judgement; work is subject to review for conformance to laws, major policies, and professional standards.

**SUPERVISION EXERCISED:** Plans, directs and reviews the work of professional, technical and clerical budgetary staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the day to day staff activities of Capitol Development oversight commission.

To be responsible for the overall direction of the day to day activities of the Division of the Budget; to direct the planning, development, and implementation of budget systems and techniques of the budgetary process; to assist the Budget Officer in policy formulation, practices, and procedures.

To provide overall direction to divisional staff in reviewing work programs for conformance to policy and to state financial management practices, procedures, and controls.

To analyze and determine the interface of federal and state laws and regulations affecting the planning and implementation of state government programs, and to draft legislation regarding fiscal management programs and goals.

To act as liaison between principles engaged in the formulation of the annual state budgetary document and legislative committees involved with its enactment and passage into law.

To advise departmental directors relative to the implementation of management and program decisions and issues.

To act as primary assistant to the Budget Officer during legislative consideration of the state budget, making recommendations for changes and researching issues as they arise.

Upon approval of the budget, to supervise its compilation in final form and the establishment of the procedures for monitoring allotment activities.

To development, assign, and direct special projects and analyses dealing with a wide variety of public finance issues.

To develop and direct long-term activities and financial programs.

To advise the Director of Administration concerning matters of the State Investment Commission and refunding Bond Authority.

To be Acting State Budget Officer in the absence of the State Budget Officer.

To act as liaison with financial advisors, bond counsels and investment managers.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of the accepted principles, practices, and techniques of budgetary management and public administration; a thorough knowledge of the principles of public finance, including revenues and taxes; a thorough knowledge of the principles and practices involved in governmental budget preparation, analysis, review, and administration; a thorough knowledge of the organizational structure of state government and the functions of its departments and agencies; a working knowledge of rating agency evaluation criteria and credit rating formulas; a working knowledge of the principles of budgetary information requirements and the ability to develop processes and systems to derive such information affecting state programs; a working knowledge of state revenue laws; the ability to perform technical and complete tasks involved in the preparation, consolidation, and presentation of the state budget document; the ability to plan, organize, direct, and review the work of professional, technical and clerical staff engaged in the preparation, submittal, and management of the executive budget of the state; the ability to consult with departmental and agency heads on budgetary problems; the ability to establish and maintain effective working relationships with state employees, officials, and the public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's degree in public or business administration, economics, or political science; and

**Experience:** Such as may have been gained through: employment in a responsible administrative position overseeing the preparation and presentation of large scale budget such as for the State of Rhode Island.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 22, 1985

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